

CFMS CONTRACT PAYMENTS

Contract Invoice/Payment Processing

To process contract payments to accounting for payment --

1. **Verify** that the payment amount on KINV equals the payment amount on KPAG.
2. **Change** the status code on the KINV screen to **PYO - Payment On-Line** or **PYB - Payment Batch**.
3. Only payments that include deferred compensation require batch processing (PYB). If the PYB (Payment Batch) status code is used, the nightly cycle will need to run before the status code will be changed to **PYS - Payment Sent to Accounting** or **PYF - Payment Failed Accounting**.

Payment Successful

If the contract payment is successful, the status code of KINV will return at **PYS - Payment Sent to Accounting**. A check number will be assigned in nightly processing.

Payment Failure

If the contract payment fails, the status code on KINV will be set to **PYF - Payment Failed Accounting**. To correct:

1. **Inquire** on the KPA2 screen and **review** the reason codes returned from AFS. If multiple errors exist, a screen print of the errors may be useful.
2. **Correct** the errors and **change** the status of the failed line from **4 to 1**. The errors will disappear when the status is changed from 4 to 1.
3. Change the status code on KINV to **PYO - Payment On-Line** or **PYB - Payment Batch** and **resubmit** the document to accounting.

Cancellation of Contract Payment Processing

To process contract payments to accounting for contract payment cancellation, **the check number field on KINV must be spaces**. If the contract payment has been issued a check number, refer to agency or AFS procedures for the next appropriate action.

If contract payment has not been issued a check (no check number appears on KINV), **change** the status code on the KINV screen to **CXP - Cancel Payment On-Line**, or **CXB - Cancel Payment Batch for Deferred Compensation**.

Cancel Contract Payment Successful

If the cancel contract payment is successful, status code on KINV will return at **CXS - Cancel Payment Successful**.

Cancel Contract Payment Failure

If the cancel contract payment fails, the status code on KINV will be set to **CXF - Cancel Payment Failed**.
To correct:

1. **Inquire** on the KPAG screen for failure reasons. If multiple reasons exist, a screen print may be helpful.
2. **Change** the status of the line from **7 - Failed Cancel in Accounting-** to **6 - Ready To Go To Accounting**. The errors will disappear when the status is changed from 7 to 6.
3. Change the status code on KINV to **CXP - Payment On-Line** and **resubmit** the document to accounting.

AFS Payment Screens

Users who have access to AFS may view or verify the payment information established in AFS on the OPVH and/or OPVL screens

1. Select option '1' on the ISIS screen.
2. Type 'N' in the ACTION field and 'OPVH' in the TABLEID field and press enter.
3. Type 'S' in the ACTION field and tab to the VENDOR CD field and input the eleven digit vendor number. Then type the three digit agency number in the VOUCHER AGENCY field. Next type the voucher number (found on OPAY) in the VOUCHER NO field and press enter. If the payment interface was successful, header information about your payment will appear.
4. From the OPVH Screen type 'L' in the ACTION field and press enter. The system will leaf to your accounting line information on the OPVL screen. To view additional line information, if you have more than one accounting line, just press enter.
5. Type 'E' in the ACTION field and press enter to return to the ISIS screen.

Common Interface Error Messages

A516E SCHED PMT DATE < VCHR DATE

The scheduled payment date assigned on the voucher is earlier than the date of the voucher itself.
Correct the erroneous date and resubmit the transaction.

A618E EXP AMT > UPPER TOL LIM

The transaction causes the amount expensed against the referenced purchase order to exceed the original purchase order amount by more than the system tolerance percentage. Verify the line amount and correct before resubmitting the transaction.

A622E EXP AMT > PO DIST AMT

Attempted a partial payment for an invoice with adjustments, which can only be made in the final payment.

HFR9E FED AID BUDGET HAS BEEN CLOSED

The document is referencing a federal aid budget line on the Federal AID Budget Line Table that has been closed.

429LE ACCTG PERIOD MUST BE 13

The current document's Accounting Period must be the year-end adjustment period (13) for the action requested. Change the Accounting Period field and resubmit the document.

515LE RECORD ALREADY ON OVIH

A payment record already exist in AFS for the specified invoice number and vendor on your OPAY or KINV record. If the vendor invoice number was processed through AGPS on another order number, it can be viewed on the OINI screen. If payment was processed directly in AFS for the vendor invoice number, with proper access you can view information concerning the vendor invoice in AFS on the OVIH screen. This problem can usually be minimized by using more unique invoice numbers.

The cause of the following error messages may be an inappropriate fiscal year. To resolve this problem, verify the correct fiscal year was entered for the accounting distribution information

C100E INVALID FUND FOR BUD FY

C120E INVALID FUND/AGENCY FOR BFY

C122E BAD FUND/AGENCY FOR ACCT FY

C152E INVALID OBJECT

HP04E INVALID PROJECT

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